

**MOTIONS/APPLICATIONS EVENT LIST**  
**UPDATED NOVEMBER 2005**

The chart below lists the events in the Motions/Applications Category and provides additional e:filing guidance for certain events. This chart also makes references to local rules, forms and orders. See also individual docketing instructions posted on the court's website under the link, [CM/ECF Event Instructions](#).

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**NOTICE AND SERVICE:** Pursuant to the *Administrative Procedures for Filing, Signing and Verifying Documents by Electronic Means*, at page 3 “. . . service of documents in hard copy . . . is required to be made in accordance with Fed. R. Bankr.P. 7004, 9014 and 9016." See also *Commentary Supplementing Administrative Procedures* at page 7 which further addresses the requirement of conventional service for complaints and initiating papers in a contested matter.

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On October 17, 2005, the *Bankruptcy Abuse Prevention and Consumer Protection Act of 2005* went into effect. Several new CM/ECF events were created to accommodate the new filings and are highlighted below with a **BAPCPA 2005** stamp in the left margin

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On July 1, 2004, the court introduced new Recommended Local Forms and Orders. Please review the [Notice to the Bar and Public](#) as well as the [Guidance Document](#) for more information. The chart below makes reference to these new forms and orders where appropriate.

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2005**

TYPE OF MOTION/APPLICATION	ADDITIONAL E:FILING GUIDANCE	COURT GUIDANCE, RULES & FORMS
ACCESS TO TAX DOCUMENTS	Docket entry reads: <i>Motion for Access to Tax Documents Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 AM in Courtroom Z.</i>	
ACCOUNTING		
ADEQUATE PROTECTION		
ADMINISTRATIVE EXPENSES		

**TYPE OF  
MOTION/APPLICATION**

**ADDITIONAL E: FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>ALLOW PAYMENT OF ARREARAGES</b>	Variable Box states: “Enter the period of arrearages”	
<b>AMENDED MOTION</b> (Also found in Adversary)	Variable Box states: “Enter reason for Amendment” This event provides opportunity to link to related motion.	
<b>APPEAR PRO HAC VICE</b> (Also found in Adversary)	Variable Box states: “Enter Name of Attorney to Appear Pro Hac Vice. <b>DO NOT</b> set a hearing. A 5 day deadline is set in this event. The order will be signed or objections will be considered at that time.	See also <a href="#">D.N.J. LBR 2090-1</a> ; Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>APPLICATION (GENERIC)</b> (Also found in Adversary)	Variable Box states: “Enter Nature of Application” This event also includes a Prefix box to further clarify the docket text. A 5 day objection deadline is set in this event.	
<b>APPOINT CREDITORS COMMITTEE</b>		
<b>APPOINT TRUSTEE</b>		
<b>APPOINTMENT OF CONSUMER PRIVACY OMBUDSMAN</b>	Docket entry reads: <i>Motion for Appointment of Consumer Privacy Ombudsman.</i>	This event contains a prefix box and a variable box to further clarify the docket entry.
<b>APPROVAL OF REAFFIRMATION AGREEMENT</b>	Docket entry reads: <i>Motion for Approval of Reaffirmation Agreement with [FREE TEXT]. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z</i>	
<b>ASSUME</b>	Variable Box states: “Enter Nature of Motion”	

**BAPCPA  
2005**

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2005**

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GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

**BAPCPA  
2005**

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2005**

<b>AVOID LIEN</b>	Variable Box states: “Enter Lienholder”	Follow the links on the court’s website, <i>Forms</i> → <i>Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>AVOID LIEN ON HOUSEHOLD GOODS</b>	Docket entry reads: <i>Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 AM in Courtroom Z.</i>	
<b>CANCEL MEETING OF CREDITORS</b>	Docket entry reads: <i>Motion to Cancel Meeting of Creditors Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/05 at 9:00 AM in Courtroom Z.</i>	For chapter 11 cases only
<b>COMPEL</b> (Also found in Adversary)	Variable Box states: “Enter to Compel What”	
<b>COMPEL ABANDONMENT (FEE)</b>	Variable Box states: “Property to be Abandoned”	See also <a href="#">Fee Schedule</a> .
<b>COMPENSATION</b>	This event includes a Prefix box to further clarify the docket text. DO schedule a hearing.	See also <a href="#">DNJ LBR 2016-1, Local Forms</a> 3, 4, 13 and 14 This is NOT to be considered a “First Day Matter” pursuant to the <i>General Order Adopting Guidelines Governing First day Matters..</i> This event queues/generates Form 137. The court requires 30 days notice for bnc.

**TYPE OF  
MOTION/APPLICATION**

**ADDITIONAL E: FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>COMPENSATION (UNDER 1000)</b>	Use the Compensation instructions, but <b>DO NOT</b> schedule a hearing. Skip the Hearing Information screen.	
<b>CONFIRM TERMINATION OR ABSENCE OF STAY</b>	Docket entry reads: <i>Motion to Confirm, Termination or Absence of Stay Filed by Test Attorney on behalf of John Client</i>	
<b>CONSOLIDATE</b> (Also found in Adversary)	Variable Box states: "Enter list of Case Numbers" This motion must be docketed in all related cases.	Substantially Consolidate queues/generates Form 174. The court requires 30 days notice for bnc.
<b>CONTEMPT</b> (Also found in Adversary)	Variable Box states: "Contempt Against"	
<b>CONTINUE CREDIT CARD FACILITIES</b>		If this motion requires <b>Expedited Consideration</b> , file an application for expedited consideration after completing this event and link the application to this motion. Notify the appropriate judge by phone or e:mail.
<b>CONVERT CASE TO 11</b>		See also <a href="#"><u>DNJ LBR 1019-1</u></a> Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order. This event queues/generates Form 169. The court requires 30 days notice for bnc.

**BAPCPA  
2005**

**TYPE OF  
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**COURT GUIDANCE  
RULES & FORMS**

<b>CONVERT CASE TO 12</b>		Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order. This event queues/generates Form 169. The court requires 30 days notice for bnc
<b>CONVERT CASE TO 13</b>		Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order. This event queues/generates Form 169. The court requires 30 days notice for bnc
<b>CONVERT CASE TO 7 (FEE)</b>	Do not use this event to file a <b>Notice of Voluntary Conversion to Chapter 7 (Fee)</b> . Go to the Miscellaneous Events Category.	See also <a href="#">DNJ LBR 1019-1, Fee Schedule</a> . Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order. This event queues/generates Form 169. The court requires 30 days notice for bnc
<b>CROSS MOTION</b> (Also found in Adversary)	Before starting this event, know the return date of the original motion and set the cross motion for the same date. Link the cross motion to the original motion. Variable Box states: "Enter nature of motion"	See also <a href="#">DNJ LBR 9013-1(d)</a> .

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RULES & FORMS**

**BAPCPA  
2005**

**DECLINING DISMISSAL  
OF CASE**

Docket entry reads:  
*Trustee's Motion Declining  
Dismissal of Case. Hearing  
scheduled for 4/13/06 at  
9:00 am in Courtroom Z.*

This event is only available  
in the Motions/Applications  
category. It is NOT available  
in the Trustee Events  
category.

**DECONSOLIDATE CASE  
ASSOCIATION**  
(Also found in Adversary)

Variable Boxes state: "Enter  
Lead Case" and "Enter  
Member Case(s)"

**BAPCPA  
2005**

**DELAY DISCHARGE**

Docket entry reads: *Motion  
to Delay Discharge because  
[Free Text] Filed by John  
Esquire on behalf of Mary  
Client. Hearing Scheduled  
for 4/13/06 at 9:00 am in  
Courtroom Z.*

**DEPOSIT FUNDS INTO  
COURT REGISTRY**

Variable Box states:  
"Amount to be Deposited"  
NOTE: Chapter 7 and 13  
Trustees should not use this  
Event. Please use **Notice  
Depositing Unclaimed  
Funds** in the Miscellaneous  
Events category.

See also [DNJ LBR 3011-1  
and 7067-1](#)

**DESIGNATION AS  
COMPLEX CHAPTER 11  
CASE**

Link this application to the  
petition. **DO NOT** set a  
hearing. Skip the Hearing  
Information screen. Notify  
the judge by phone or e:mail  
that this application has  
been filed.

See Also [Misc. Forms](#) and  
[Schedule F.](#)

**BAPCPA  
2005**

**DETERMINE VALUE OF  
PROPERTY**

Docket entry reads:  
*Trustee's Motion to  
Determine Value of  
Property. Hearing  
scheduled for 4/13/05 at  
9:00 am in Courtroom Z.*

This is only available in the  
Motions/Applications  
category. It is NOT available  
in the Trustee Events  
category.

**TYPE OF  
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**ADDITIONAL E: FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>DISMISS CASE</b>	Variable Box states: “Enter reason for dismissal”	Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order. This event queues/generates Form 170. The court requires 30 days notice for bnc.
<b>DISMISS ADVERSARY PROCEEDING</b> (Found in Adversary only)		
<b>EMPLOY</b>	Variable Boxes state: “Enter Name of Party to be Employed” and “Enter Type of Party” DO NOT set a hearing. Upon expiration of the 5 day deadline, the court will enter the order or consider objections, if any.	See also <a href="#">DNJ LBR 2014-1</a> . This is NOT to be considered a “First Day Matter” pursuant to the <i>General Order Adopting Guidelines Governing First day Matters</i> . Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the application, certification and proposed order.
<b>ENFORCE</b> (Also found in Adversary)	Variable Box states: “Enter Nature of Motion”	
<b>EXAMINATION</b>		
<b>EXEMPTION FROM CREDIT COUNSELING</b>	Docket entry reads: <i>Motion for Exemption from Credit Counseling due to [Free Text] Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z</i>	See corresponding checkbox on page 2 of Official Form 1 (Voluntary Petition). Failure to include Credit Counseling information at case opening will result in a Deficiency Notice.

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**COURT GUIDANCE  
RULES & FORMS**

**BAPCPA  
2005**

**EXEMPTION FROM  
FINANCIAL  
MANAGEMENT COURSE**

Docket entry reads: *Motion for Exemption from Financial Management Course Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z.*

Form 23, *Certification of Completion of Instructional Course Concerning Personal Financial Management* contains a section for exemptions. This form must be filed within 45 days after the 341 meeting date in Chapter 7 and no later than the last plan payment in Chapter 13.

**BAPCPA  
2005**

**EXEMPTION FROM  
MEANS TEST**

Docket entry reads: *Motion for Exemption from Means Test Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z.*

**EXPEDITED  
CONSIDERATION OF  
FIRST DAY MATTERS**

File all underlying matters first, then file this application and link to all underlying matters. DO NOT set any hearings. Skip the Hearing Information screens. After completing all e:filings, notify the judge via phone or e:mail that the application is pending. Hearing dates will be provided by the judge.

See also [Misc. Forms](#).

**EXPUNGE**

**BAPCPA  
2005**

**EXTEND AUTOMATIC  
STAY**

Docket entry reads: *Motion to Extend Automatic Stay Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z.*

**BAPCPA  
2005**

<b><u>TYPE OF MOTION/APPLICATION</u></b>	<b><u>ADDITIONAL E:FILING GUIDANCE</u></b>	<b><u>COURT GUIDANCE RULES &amp; FORMS</u></b>
<b>EXTEND TIME</b> (Also found in Adversary)	Variable Boxes state: “Enter Nature of Motion” and “Is this Motion to Extend Time to Object to Discharge Entry or n”	<b>DO NOT</b> use this event to Extend Time to File Schedules.
<b>EXTEND TIME FOR CREDIT COUNSELING</b>	Docket entry reads: <i>Motion to Extend Time for Credit Counseling Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z</i>	
<b>EXTEND TIME TO FILE SCHEDULES</b>		If this application requires <b>Expedited Consideration</b> , file the application for expedited consideration after completing this event and link it to the application to extend time. Notify the judge by phone or e:mail that an Application for Expedited Consideration is pending. Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>EXTEND TIME TO OBJECT TO DISCHARGE</b>		Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>FINAL DECREE</b>		
<b>HARDSHIP DISCHARGE</b>		

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**ADDITIONAL E: FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

**BAPCPA  
2005**

**IMPOSE AUTOMATIC  
STAY**

Docket entry reads: *Motion to Impose Automatic Stay Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z*

**BAPCPA  
2005**

**INCREASE ASSURANCE  
PAYMENT**

Docket entry reads: *Motion to Increase Assurance Payments filed by Test Attorney on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z.*

**JOINT ADMINISTRATION**  
(Also found in Adversary)

Variable Box states: “Enter the List of Case Numbers”  
Docket this motion in each related case.

If this motion requires **Expedited Consideration**, file the application for expedited consideration after completing this event. Link the application to the motion for joint administration. Notify the appropriate judge by phone or e:mail that an application for expedited consideration is pending. Follow the links on the court’s website, *Forms → Recommended Forms and Orders* to view .pdf and .wpd versions of the proposed order.

**LEAVE TO APPEAL**  
(Also found in Adversary)

To properly link this motion to the appeal, you must first file a **Notice of Appeal**, located in the *Appeal* category. DO NOT set a hearing in this event; skip the Hearing Information screen.

**LIMIT NOTICE**

**TYPE OF  
MOTION/APPLICATION**

**ADDITIONAL E: FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>MODIFY CLAIMS</b>	Variable Boxes state: “Enter Modify, Reduce, Expunge or Object To” and “Name of Creditor(s) whose claim is involved”	
<b>MOTION (GENERIC)</b> (Also found in Adversary)	Variable Box states: “Enter Nature of Motion” PLEASE BE SURE THAT THIS IS THE MOST APPROPRIATE EVENT. There is no ability to link to a related matter.	Please see <a href="#">TIPS RE Chapter 11 Initiative</a> for 1 <sup>st</sup> Day Matters using the Motion (Generic) event.
<b>NOTICING PROCEDURE</b>		If this motion requires <b><u>Expedited Consideration</u></b> , file the application for expedited consideration after completing this event. Link the application to the motion for noticing procedure. Notify the judge by phone or e:mail that an Application for Expedited Consideration is pending.
<b>PAY FILING FEE IN INSTALLMENTS (attorney)</b>	DO NOT schedule a hearing; skip the Hearing Information screen.	See also <a href="#">Misc. Forms</a>
<b>PAYMENT OF UNCLAIMED FUNDS</b>	Variable Box states: “Enter payment amount”	See also <a href="#">DNJ LBR 3011-1 and 7067-1</a> .
<b>PROSPECTIVE RELIEF</b>		
<b>QUASH</b> (Also found in Adversary)	Variable Box states: “Enter nature of Motion”	See also <a href="#">DNJ L.B.R. 2004-1</a>
<b>RECONSIDER</b> (Also found in Adversary)		See also <a href="#">DNJ LBR 9013-1(h)</a>
<b>RECUSAL</b> (Also found in Adversary)	Variable Box states: “Enter last name of Judge”	

**BAPCPA  
2005**

<b><u>TYPE OF MOTION/APPLICATION</u></b>	<b><u>ADDITIONAL E:FILING GUIDANCE</u></b>	<b><u>COURT GUIDANCE RULES &amp; FORMS</u></b>
<b>REINSTATE CASE</b> (Also found in Adversary)	DO NOT DOCKET THIS EVENT TO A CLOSED CASE.	Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>REINSTATE STAY</b>	Variable Box states: "Name of Creditor"	
<b>REINSTATEMENT OF RETIREE BENEFITS</b>	Docket entry reads: <i>Motion for Reinstatement of Retiree Benefits Filed by John Esquire on behalf of Mary Client. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z</i>	
<b>REJECT</b>	Variable Box states: "Enter to Reject What"	
<b>RELEASE FUNDS FROM COURT REGISTRY</b>		
<b>RELIEF FROM CO- DEBTOR STAY</b>	Variable Box states: "Name of Co-Debtor"	
<b>RELIEF FROM STAY (FEE)</b>	Variable Box states: "Description of Property"	See also <a href="#">DNJ L.B.R. 4001-1</a> , <a href="#">Fee Schedule</a> , and <a href="#">Notice to Bar and Public Re: Certain Chapter 13 Payment Dispute Issues.</a> Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.

**TYPE OF  
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**ADDITIONAL E: FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>REOPEN CH. 11 CASE (fee)</b>	Variable Box states: "Enter reason for reopening"	See also <a href="#">Fee Schedule</a> . Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>REOPEN CH. 12 CASE (fee)</b>		
<b>REOPEN CH. 13 CASE (fee)</b>	Variable Box states: "Enter reason for reopening"	See also <a href="#">Fee Schedule</a> . Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>REOPEN CH. 7 CASE (fee)</b>	Variable Box states: "Enter reason for reopening"	See also <a href="#">Fee Schedule</a> . Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>REOPEN CH. 9 CASE (fee)</b>	Variable Box states: "Enter reason for reopening"	See also <a href="#">Fee Schedule</a> . Follow the links on the court's website, <i>Forms → Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>RESTRICT PUBLIC ACCESS</b>	Docket entry reads: <i>Motion to Restrict Public Access. Hearing scheduled for 4/13/05 at 9:00 am in Courtroom Z.</i>	

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**ADDITIONAL E:FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>RETAIN CLAIMS AND NOTICING AGENT</b>		If this application requires <a href="#"><u>Expedited Consideration</u></a> , file the application for expedited consideration after completing this event. Link the application to the Motion to Retain Claims and Noticing Agent. Notify the appropriate judge by phone or e:mail that an application for expedited consideration is pending.
<b>SANCTIONS</b> (Also found in Adversary)	Variable Box states: “Sanctions Against Whom”	
<b>SEAL</b>	Docket entry reads: <i>Motion to Seal. Hearing scheduled for 4/13/06 at 9:00 am in Courtroom Z.</i>	
<b>SELL</b>	Variable Box states: “Enter Property for Sale”	See also Misc. Forms, <a href="#"><u>Order Authorizing Sale of Real Property</u></a> .
<b>SEVER</b>	Variable Box states: “Enter additional Relief if Requested: ie convert case” “Party to be Separated”	
<b>SHORTEN TIME</b> (Also found in Adversary)	File the underlying matter first, then file the application and link to the underlying matter. <b>DO NOT</b> set a hearing. Skip the Hearing Information screen. After completing all e:filings, contact the judge via phone or e:mail that an emergent application is pending. Hearing dates will be assigned by the judge	See also <a href="#"><u>DNJ L.B.R. 9013-1</u></a> ; <a href="#"><u>Local Forms</u></a> 1 and 2.

**BAPCPA  
2005**

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**ADDITIONAL E: FILING  
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**COURT GUIDANCE  
RULES & FORMS**

<b>SHOW CAUSE</b> (Found in Adversary only)	Variable Box states: “Enter Nature of Motion”	
<b>STAY PENDING APPEAL</b> (Also found in Adversary)		
<b>SUMMARY JUDGEMENT</b> (Found in Adversary only)	Variable Boxes state: “Enter Nature of Judgment”, “In favor of”, “Against Whom”	
<b>TERMINATE WAGE ORDER</b>		
<b>TRANSFER CASE</b> (divisional office) (Also found in Adversary)	Variable Box states: “Enter New Office (Camden, Newark or Trenton)”	
<b>TRANSFER CASE</b> (inter district) (Also found in Adversary)	Variable Box states: “Enter New District”	
<b>TRUSTEE MOTION TO DISMISS/PAY TRUSTEE/DEFAULT CLAUSE (Newark)</b>		Follow the links on the court’s website, <i>Forms ➔ Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>TRUSTEE MOTION TO DISMISS/WAGE ORDER (Camden/Trenton)</b>		Follow the links on the court’s website, <i>Forms ➔ Recommended Forms and Orders</i> to view .pdf and .wpd versions of the proposed order.
<b>TRUSTEE’S MOTION TO DISMISS CASE</b>	Variable Box states: “Enter Reason for Request”	

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**ADDITIONAL E:FILING  
GUIDANCE**

**COURT GUIDANCE  
RULES & FORMS**

<b>USE CASH COLLATERAL</b>		See also <a href="#">Local Form 20</a> . If this application requires <a href="#">Expedited Consideration</a> , file the application for expedited consideration after completing this event and link the application to the Motion to Use Cash Collateral. Notify the appropriate judge by phone or e:mail that an application for expedited consideration is pending.
<b>VACATE</b>	<b>DO NOT</b> use this event to Vacate the Stay.	
<b>WAGE ORDER</b>		
<b>WAIVE APPEARANCE</b>	Variable Box states: “As to which debtor”	
<b>WAIVER OF CH. 7 FILING FEE</b>	Docket entry reads: <i>Application for Waiver of Chapter 7 Filing Fee.</i>	Use the court’s form and DO NOT set a hearing. Skip the hearing information screen. During case opening, the e:filer must select IFP Filing Fee Waived.
<b>WITHDRAW AS ATTORNEY</b> (Also found in Adversary)		
<b>WITHDRAWAL OF REFERENCE (FEE)</b> (Also found in Adversary)		See also <a href="#">D.N.J. LBR 5011-1, Fee Schedule</a> .

**BAPCPA  
2005**

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**COURT GUIDANCE  
RULES & FORMS**